



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 7

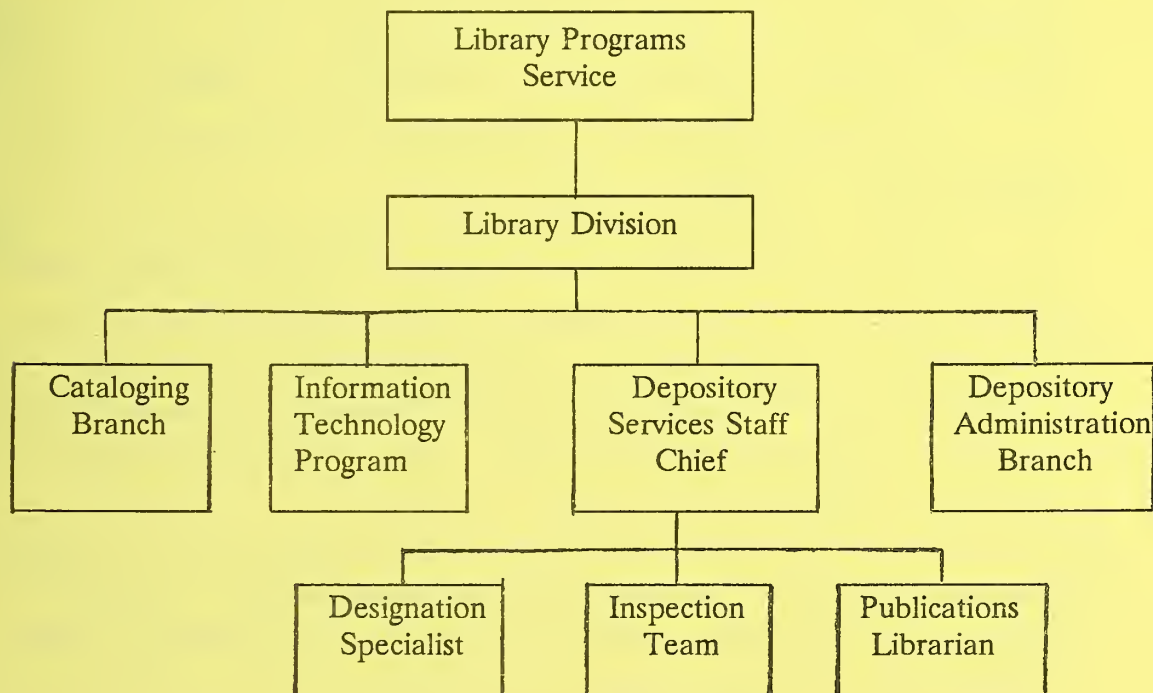
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March 31, 1990

Inspection and Editorial Functions Combined To Form New Depository Services Staff

The Inspection Team and the editorial functions within the Library Programs Service (LPS) have been combined into a new unit named the Depository Services Staff (DSS). The Depository Services Staff remains within the Library Division. All of the functions of the Inspection Team (inspections, designations, workshops, and other depository liaison activities) will be included under the DSS. Additionally, many of the editorial and publications functions of LPS will be consolidated within the DSS. These functions include preparation and publication of *Administrative Notes*, *Instructions to Depository Libraries*, *GPO Cataloging Guidelines*, etc.

By combining these functions into one area, the Library Programs Service hopes to increase the efficiency and productivity of the Service. The Chief of the Depository Services Staff will be Joseph C. McClane. Below is an organization chart of the new arrangement.



News Release

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SENATE CONFIRMS ROBERT W. HOUK AS 22nd PUBLIC PRINTER

On March 5, 1990, the U.S. Senate confirmed the nomination of Robert W. Houk as the Nation's 22nd Public Printer. Houk will head the U.S. Government Printing Office (GPO), one of the largest printing, procurement, and information dissemination organizations in the world. GPO employs approximately 5,000 employees nationwide and is the largest industrial employer in the Nation's Capital.

Houk was nominated to serve as Public Printer by President Bush on November 6, 1989. He brings more than 33 years of experience in the printing industry to his new position. The 62-year-old native of Michigan began his printing career in 1954 with the Ford Motor Company where he helped modernize printed business forms and procurement. In 1957, he joined Rotary Manifold Forms Corporation, a division of Safran Printing Company, Detroit, MI.

In 1965, Houk cofounded UFORMA, Inc. and, in 1971, became Chairman of the Board. UFORMA acquired Shelby Business Forms of Shelby, OH, in 1979. During his tenure with UFORMA/SHELBY, retail sales rose to approximately \$40 million annually. Houk served as President, Chief Executive Officer, and Chairman of the Board of UFORMA/SHELBY before departing the company on December 1, 1988.

Since his nomination, Houk has been employed at the GPO acquainting himself with day-to-day activities. During confirmation hearings before the Senate Committee on Rules and

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Administration he noted, "I have found a dedicated corps of employees at GPO, and I have found intense interest from organizations outside the GPO regarding the direction the agency may take in information dissemination policy. I am impressed with this dedication and support of the GPO mission. I intend to aggressively pursue a course of action which will help determine GPO's future role in the dissemination of Federal Government information."

Houk added, "I was recently asked about any management focus I may place at GPO. There are two: people and markets. I view GPO operating in a era of conservative fiscal restraint as the Government copes with spending limits and budget deficits. We will assess the massive amount of new technology available and we will exercise the opportunity to choose from this extensive menu. However, as expected, new technology will impact the employees of GPO. As we select new products and services to meet the GPO mission, we will remain mindful of the potential affect on the employees. Secondly, GPO's markets are its lifeline. Our customers, for printed products and services, will dictate our long term viability. With customer satisfaction, which is the ultimate test, GPO can expect to continue to meet its mission. I assure you that my 35 years experience in the private sector as an employer, as an executive, and as a printing industry official, will be put to work each and every day to maximize our ability to meet the changing demands of the people we serve!"

The new Public Printer's participation in the printing community has been wide-ranging. He served as Chairman of the Board of Printing Industries of America and International Business Forms Industries, Inc. He was the 1988 inductee into the Printing Hall of Fame, at Rochester Institute of Technology. Houk has been awarded numerous civic and industry honors. "Throughout my working career I have always maintained a balance between the workplace and community service. I believe this to be fundamental to our system of government," Houk noted in his statement before the Senate.

Workshops on Census Bureau Data on Compact Disk

On Tuesday, April 24, 1990, the Census Bureau will be holding workshops on using their compact disk products. The sessions will be held in Scottsdale, Arizona.

Plans are being made for a morning session (9:30 - 11:30) for users with a minimum level of knowledge of compact disk products. In the afternoon (2:00 - 4:00), a session will be given for those with a more advanced level of knowledge. Each session will include a lecture, followed by discussion.

For more information, contact Janet Fisher in Phoenix, Arizona (602-542-4445) or Anne Diamond in Lansing, Michigan (517-373-1307).



Reception for Council Attendees in Scottsdale

The Kerr Cultural Center in Scottsdale, Arizona, will be the site of a reception for Depository Library Council members and attendees on Wednesday, April 25 from 6:00 to 7:30 p.m. Arizona depository libraries are welcoming the Public Printer's Council to Arizona.

The Kerr Cultural Center is located within walking distance (2-3 blocks) of the Scottsdale Hilton.



Toxic Release Inventory Microfiche Delayed Alternate Sources Available to Depositories

At the end of January 1990, the Library Programs Service (LPS) received a set of 1038 second-generation silver reproducible microfiche of EPA's *Toxic Release Inventory* (TRI). The same contractor who produced the diazo sets for the EPA (Environmental Protection Agency) and for GPO's Documents Sales Service supplied the LPS sets.

After conducting a quality assurance inspection, LPS staff discovered that all of the silvers had been used, were dirty, and required cleaning before diazos for depository distribution could be produced. Many of the silvers, when compared to the diazo sets, were blurred and had a loss of information. LPS has submitted a Notice of Quality Defect to GPO's Quality Assurance Section. Once the Quality Assurance Section has verified LPS' findings, GPO can work with the contractor to rectify the complaint and obtain usable silvers for the Depository Library Program.

When the new set of silvers is obtained, LPS will use an existing microfiche contract to duplicate it for the selecting depositories.

In the meantime, several other avenues are available to depositories to acquire this microfiche. EPA has placed the TRI data for each state in a library (generally a public library) in every county of that state. Each county has the data for its state only. If your patrons are eager for this information, you may wish to refer them to the neighboring library with the TRI fiche. If a fiche-to-fiche duplicator is available, you may be able to acquire a set of your state's data by copying your neighboring library's fiche. GPO's Documents Sales Service is also selling the TRI microfiche set.

LPS regrets the delay in distributing this microfiche. We are confident that depository libraries prefer receiving a good quality microfiche product rather than an unreadable one.



Map Distribution Contacts: Where to Write, Whom to Call to Resolve Map Problems

Maps are distributed to depository libraries from widely scattered locations and by several different agencies. U.S. Geological Survey (USGS) maps are mailed to depository libraries from Denver by the USGS. Defense Mapping Agency (DMA) ships its products from several different depots, and maps and charts from other agencies are shipped from Washington, DC by the Library Programs Service (LPS).

Because different agencies are responsible for distributing the different map products, the contact points for resolution of problems vary, also. Although LPS has listed map contacts in Section 7 of the Federal Depository Library Manual, in Chapter 9 of the Instructions to Depository Libraries, and in item surveys, a need for one comprehensive listing has become apparent.

The list on the next page has therefore been compiled to show all the contacts for the various segments of the map distribution program.

Map Distribution Contacts

1. For USGS maps never received, claims for all maps during the 60 day claim period, replacement copies for maps that are damaged or lost from collections, and any additional information on USGS maps:

Chief, Product Distribution Telephone: (703) 648-5778
Policy Office
U. S. Geological Survey
National Mapping Division, MS 508
12201 Sunrise Valley Drive
Reston, VA 22092

2. For DMA map claims:

Defense Mapping Agency Telephone: (202) 227-2271
Combat Support Center - PPO
Attn: Depository Manager
Washington, DC 20315

3. For DMA product information or general inquiries:

Defense Mapping Agency Telephone: (202) 227-2495
Combat Support Center - PMA
Washington, DC 20315-0010

4. For depository library address changes, changes in item selections, etc.:

Information Processing Unit Telephone: (202) 275-1153
Library Programs Service (SLLA)
U. S. Government Printing Office
Washington, DC 20401

5. For bibliographic information:

Chief, Cataloging Branch Telephone: (202) 275-1121
Library Programs Service (SLLC)
U. S. Government Printing Office
Washington, DC 20401

Whatever Happened To . . . ? ? ?

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<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
C 55.310:	0609-A	<u>Marine Fisheries Review</u> The 1989 issues #1-4 have not been printed by the issuing agency. There will be an anniversary issue containing all of the 1989 material. The issuing agency cannot provide LPS with an estimated publication date.
C 55.313:	0611	<u>Fisheries Bulletin</u> The July and October 1989 issues of this publication have not been printed yet. The issuing agency plans to "go to press" with these issues during late February 1990.

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<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
L 38.9:	0637-I	<u>Mine Safety and Health</u> The Department of Interior has informed LPS, that the following issues of this defunct title do not exist, Vol. 5, No. 1; Vol. 7, Nos. 1-3; and Vol. 8, No. 4.
LC 19.15:B 64/987	0806-A-10	<u>Facts, Books for Blind and Physically Handicapped Individuals, October 1987</u>
LC 19.15:T 14/989	0806-A-10	<u>Facts, Talking Books and Reading Disabilities, March 1989</u>
LC 19.15:Au 8	0806-A-10	<u>Facts, NLS Automation Activites, March 1989</u> The Library of Congress did not provide sufficient copies for depository distribution for these three publications.
LC 33.10:89-2	0818-A-02	<u>LC Science Tracer Bullet 89-2, April 1989</u> The Library of Congress could not provide additional copies of this publication, no rain check shortages will be mailed.
LC 43.9:G 31/2	0818-N	<u>Von Steuben and the German Contribution to the American Revolution</u> The Library of Congress did not provide sufficient copies for depository distribution for this publication.
NAS 1.9/4:	0830-K	<u>Scientific and Technical Aerospace Reports (STAR)</u> The latest issue of this journal distributed by LPS is Vol. 17, # 24 (December 23, 1989). The issuing agency has informed LPS that camera copy is available for 1990 issues but there is a printing moratorium due to budget constraints. Once the budget problems have been solved, NASA will produce these 1990 issues.

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<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
PrEx 3.10/4:V 26	0856-A-01	<u>Vanuata, Base 801345 (B00811) 9-89</u>
PrEx 3.10/4:K 84/14	0856-A-01	<u>North Korea, Base 801354 (546979) 9-89</u>
PrEx 3.10/4:K 84/15	0856-A-01	<u>North Korea, Base 801353 (546979) 9-89</u>
PrEx 3.10/4:P 17/8	0856-A-01	<u>Palau, Base 801315 (B00770) 9-89</u>
PrEx 3.10/4:N 81 a/ 10	0856-A-01	<u>North Central Africa, Base 801153 (B00547) 10-89</u> The issuing agency cannot provide additional copies of these publications, no rain check shortages will be mailed.
S 1.71/4:1213	0877-C	<u>Current Policy No. 1213, Points of Mutual Advantage: Perestroika and American Foreign Policy</u>
S 1.71/4:1204	0877-C	<u>Current Policy No. 1204, Cuba: A Threat to Peace and Security in Our Hemisphere</u> The issuing agency cannot provide additional copies of these publications, no rain check shortages will be mailed.
T 22.19/2:N 91/ind. 11	0956-A	<u>Internal Revenue Manual, Numerical Index-11, May 18, 1989</u> The Internal Revenue Service did not provide sufficient copies for depository distribution, of this publication.

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